

Groton Cable Advisory Committee
Meeting Minutes 10/19/10

Meeting was called to order at 7:41 p.m. in the television studio at GDRHS. Present were members Dorothy Davis, Jane Bouvier and Janet Sheffield. Also present was Access Director Bob Colman. Member Neil Collichio arrived at 8:06 p.m.

LIST OF MATERIALS AT MEETING:

1. Agenda (Bob) and Program Director Notes (Bob) for 10/19/10 Meeting
2. Previous Minutes for 8/11/10 and 9/21/10

MINUTES:

August 11, 2010 minutes – Janet made a motion to approve the minutes as read, and Jane seconded. The motion to accept was unanimously approved.

September 21, 2010 minutes – Janet made a motion to approve the minutes as amended, Dorothy seconded the motion, and the minutes were approved as amended by unanimous vote.

GENERAL UPDATE FROM PROGRAM DIRECTOR:

Production Technician Vacancy: Bob reported that 2 of the finalists from the last search were contacted and were still available and interested, so both came in for interviews. The position was also advertised locally. Bob proposed that Samantha Silva be hired for the open position as Production Technician.

Jane made a motion to hire Samantha Silva as Production Assistant at Step 1, Janet seconded the motion, and it was approved unanimously.

Internships: Bob reported that Conner Sebastian, one of the summer interns, is currently producing some short films for airing on the channel

Computer Problems – according to Bob, the server went down and the government channel and community bulletin board were off the air for a time.

Open Meeting Law Agenda Update – Bob reported we'll now be filling out online forms to post meeting agendas.

Personnel Evaluations – November 1-December 31 -- Bob told members there's a new form for his evaluation – he'll complete the self evaluation and the committee will be responsible for completing the other form by the end of the year.

Mike Grant – Around Town producer Mike Grant will be leaving that volunteer position after 12 years. The committee discussed purchasing a gift to thank him for his years of service and decided on a \$50 gift certificate to Gibbet Hill Grille. Jane made a motion to approve spending \$50 for the purchase of said gift, Neil seconded the motion, and members voted unanimously to approve the purchase of the gift certificate.

ACCOUNTS AS OF 9/30/10:

Accounts are currently at peak since payments were just received from providers.

Main Account: \$171,528.69
Equipment Grant: \$ 45,489.54
Sponsorship Acct: \$ 2,781.67

Dorothy questioned why the Sponsorship Account is growing, and Bob explained that revenue from dubs was being put in that account.

PURCHASE REQUESTS/RECOMMENDATIONS:

2 HPX Cameras and Accessories @ \$7000 each	\$14,000
1K Field/News Camera	\$ 1,000
2 Replacement Intercom Boxes	\$ 800
Plug-in Software for Final Cut Pro	\$ 300
Yearbook Ad	<u>\$ 200</u>
	\$16,300

2 HPX cameras: Janet made a motion to approve up to \$14K for the 2 HPX cameras, Jane seconded and the motion was unanimously approved.

1 K Field/News Camera: Jane made a motion to purchase one K camera for \$1000, Neil seconded and the motion was approved unanimously.

Replacement Intercom Box: Neil made a motion to approve an amount not to exceed \$400 to replace a camera intercom box, Janet seconded and the motion was unanimously approved. A discussion ensued that it may make sense to purchase two intercom boxes to cover the real possibility that another may go soon. The motion was amended to purchase two boxes for a sum not to exceed \$800, and the amendment was approved by unanimous vote. Finally a vote was taken on the main motion as amended, and it passed unanimously.

Plug-in Software for Final Cut Pro: This software allows for increased use of effects currently offered on Final Cut Pro. Jane made a motion to approve the purchase of the software at \$300, Neil seconded, and the motion was approved by unanimous vote.

Yearbook Ad – Neil approved a sum not to exceed \$200 for the purchase of an ad in the GDRHS yearbook, congratulating graduating seniors who have volunteered with the Channel. Janet seconded the motion, and vote was taken, with unanimous approval.

IDEAS FOR PROVIDING MORE SERVICES

Bob told members he'd spoken with the high school's Dean of Students John Gould about the Channel providing the stipend for an advisor for a video club, and he'd be looking into it and getting back to Bob.

Neil is interested in providing a workshop, possibly geared to senior citizens, on how to film and edit travel videos. He also proposed that the Channel sponsor a local film festival at the high school, giving producers a chance to show their films and giving high school clubs an opportunity to fundraise by selling refreshments, etc.

OLD BUSINESS: None

NEW BUSINESS: Dorothy asked whether the new production tech, Samantha, will help get a local news program off the ground once she's on board, and Bob said that's part of his plan.

The next meeting was tentatively scheduled for Nov. 16th. Janet made a motion to adjourn the meeting at 9:07 p.m. and Jane seconded. The meeting was thus adjourned at 9:07.